

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division INDUSTRIAL HYGIENE GROUP Standard Operating Procedure: Program Procedure	NUMBER IH50610
	REVISION SHSD FINAL Rev. 0
SUBJECT: Serving as an Industrial Hygiene Program Administrator	DATE 12/09/03
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1.0 Purpose & Scope

This document describes the function of a BNL SHSD IH Group Subject Area *Program Administrator (PA)*. The goal of the procedure is to provide a defined set of expectations to ensure high quality personnel performance. Under the provisions of this procedure, Program Administrators are guided in the expectations of their role, and the IH Group Leader receives the information to track program status to measure the progress towards the development and maintenance of outstanding IH programs.

This procedure provides direction on the:

- R2A2 (responsibilities and duties) of a IH *Program Administrator*, and the
- Structure for the periodic reports used for program status tracking.

2.0 Responsibilities

- 2.1 This procedure is administered through the SHSD Industrial Hygiene Group.
- 2.2 The IH Group Leader identifies programs that need to have IH staff assigned to serve as *Program Administrators*. The IH Group Leader assigns staff to serve as *Program Administrators* as resources are available. The IH Group Leader receives weekly status reports, tracks the overall program status, and provides input to PA to redirect their

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activities, when appropriate, to meet the goal of developing and maintaining outstanding IH programs.

2.3 The *Program Administrator* is responsible to:

- 2.3.1 Follow this procedure and associated IH Group SOPs in conducting the program development, program maintenance, implementation reviews, reporting, and tracking of the program status.
- 2.3.2 Complete the duties for the subject area as listed *Section 6* of this procedure and in ***Attachment 9.2: R2A2 of Program Administrator.***
- 2.3.3 Report progress on the programs on a weekly basis to the IH Group Leader using a format equivalent to ***Attachment 9.1.***

3.0 Definitions

- 3.1 ***Program Administrator:*** A person assigned by the IH Group Leader to plan, organize, lead, and document the development and maintenance of an IH subject area program.

4.0 Prerequisites

4.1 *Program Administrators* must have:

- Subject Matter Expert knowledge of the subject area they administer,
- Familiarity with BNL organizations, and
- Familiarity with BNL facilities.

4.2 Prior to serving as a *Program Administrator*, the employee's *R2A2* and *Performance Appraisal Goal Planning form* must be updated to reflect the PA's performance metrics.

5.0 Precautions

Personal Protective Equipment: The use of personal protective equipment is required when field reviews are done in locations with hazards. If it is necessary to enter areas with hazards, appropriate personal protective equipment must be obtained, qualified, and used.

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6.0 Procedure

6.1 **Equipment:** None

6.2 The key responsibilities and duties specific to each subject area are listed in *Attachment 9.2: R2A2 for Program Administrators*.

6.3 **Managing the SBMS IH Subject Area:** The Program Administrator serves as the SBMS *Subject Area* Point of Contact (POC) and *Subject Area* Subject Matter Expert (SME). The PA leads development teams and revision teams when the *Subject Area* requires development or revision.

6.4 **On-going Regulatory Driver Review:** The *Program Administrator*:

- 6.4.1 Researches current regulatory drivers from on-line databases and regulatory sites and:
- 6.4.2 Maintains copies of the current applicable regulations and consensus documents, and
- 6.4.3 Retains historical (rescinded or revised) regulatory drivers and consensus documents.

6.5 **Annual Written Program Review:** The *Program Administrator* reviews the BNL written program for compliance with applicable regulatory driver(s) and determines if BNL written program (i.e. SBMS Subject Area, SOPS, etc.) contain all needed elements and comply with the regulatory driver. The Program Administrator follows applicable sections of IH50510 *Conducting an IH Self Assessment* when performing this assessment.

6.6 **Annual Service Delivery Review:** The Program Administrator reviews service providers who administer the BNL program to ensure compliance with applicable regulatory driver(s). Elements to be reviewed may include medical surveillance/approval, training, protective equipment specification and issuance, hazard assessments, exposure monitoring, waste disposal, etc. The Program Administrator follows the applicable sections of IH50510 *Conducting an IH Self Assessment* in conducting this assessment.

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- 6.7 **Line Implementation Field Review:** The *Program Administrator* arranges for and conducts field reviews/inspections of line organizations operations at the prescribed frequency listed in *Attachment 9.2: R2A2 for Program Administrators*.
- 6.8 **Inventory of hazards, users, sources, and/or locations:** When applicable, the PA prompts line organizations for information to maintain evergreen inventories for the Subject Area. The PA is the system owner of inventories. *Attachment 9.2: R2A2 for Program Administrators* lists the inventory(ies) to be maintained for each subject area.
- 6.9 **Hazard Assessments and Exposure Monitoring:** The *Program Administrator* orchestrates sampling efforts and exposure characterization for the program. The PA is responsible to track the exposure monitoring efforts of the various BNL service Providers to determine the adequacy of the monitoring efforts. The PA is responsible to review assessment reports and maintain the exposure monitoring database records for the subject area.
- 6.10 **Case Management:** The *Program Administrator* serves as the IH Group's Point of Contact on accident investigation, incident report, OMC cases, etc. When cases are opened, the PA leads investigations and document the status in the weekly reports to the IH Group Leader as well as other reporting mechanisms associated with the incident investigation protocol. The *Program Administrator* orchestrates sampling efforts necessary for the characterization of the incident or condition.
- 6.11 **Qualification of Practitioners:** The PA develops appropriate internal control documentation (SOPs) to ensure uniform implementation of service delivery by the IH Group. The *Program Administrator* develops and delivers training and qualification to IH Group service providers. The PA maintains records of the qualification criteria and the persons meeting the qualification.
- 6.12 **Annual Status of the Program Report:**
- 6.12.1 The *Program Administrator* prepares a Draft *Program Status report (or Self-Assessment Report per IH50510)*.
- 6.12.2 The *Program Administrator* circulates the Draft *Program Status Report* to the IH Group Leader for review and comment.

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- 6.12.3 The *Program Administrator* routes the Draft *Program Status Report* for factual accuracy review by impacted organizations and BNL management.
- 6.12.4 The *Program Administrator* resolves issues and revises the *Draft Report* based on comments received during the Factual Accuracy comment period.
- 6.12.5 The *Program Administrator* issues the Final *Program Status Report (or Self Assessment Report)* to SHSD Management and all parties assessed.

6.13 Corrective Action Plan: When the *Annual Status Report* or *Self-Assessment* has identified needed actions:

- 6.13.1 The *Program Administrator* prepares a Draft *Corrective Action Plan* that addresses deficiencies or gaps that need correction.
- 6.13.2 The *Program Administrator* circulates the Draft *Corrective Action Plan* to all organizations with an assigned action for a Factual Accuracy review and consensus on action description and commitment dates.
- 6.13.3 The *Program Administrator* resolves issues and revises the Draft *Corrective Action Plan* based on comments received during the Factual Accuracy comment period.
- 6.13.4 The *Program Administrator* issues the Final *Corrective Action Plan* to SHSD Management and all parties with an identified action.
- 6.13.5 The *Program Administrator* prepares *ATS* wording for concerns/finding and submits conditions and actions to SHSD FATS for tracking.

7.0 Implementation and Training

- 7.1 **Qualification Criteria:** Only individuals who have demonstrated knowledge of this procedure and knowledge of the subject area, to the satisfaction of the IH Group Leader, will be qualified to perform in the role of *Program Administrator*.
 - Training in the subject area from internal or external sources may be used to obtain SME level knowledge or
 - The IH Group Leader may deem an individual appropriately qualified based on job experience.
- 7.2 **Certification as an SME:** When *certification* by a third party is available and deemed appropriate by the IH Group Leader, the PA should:
 - Attain such certification if appropriately qualified or

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- Establish a career development goal to attain the required credentials to attain certification

8.0 References

None

9.0 Attachments

- 9.1 **Attachment 9.1: Sample of Weekly Activity Status Report**
- 9.2 **Attachment 9.2: R2A2 for Program Administrators**

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10.0 Documentation

Document Review Tracking Sheet		
<p>PREPARED BY: <i>(signature and date on file)</i> R. Selvey Author Date 11/02/03</p>	<p>REVIEWED BY: <i>(signature and date on file)</i> C. Weilandics <i>(signature and date on file)</i> K. Erickson Date 11/04/03</p>	<p>APPROVED BY: <i>(signature and date on file)</i> R. Selvey Group Leader Date 11/05/03</p>
<p>Filing Code: IH52QR.01</p>	<p>DQAR Date</p>	<p>Effective Date: 12/08/03</p>

Periodic Review Record		
Date of Review	Reviewer Signature and Date	Comments Attached

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Attachment 9.1

Sample: Weekly Program Administrator Activity Status Report

Program Title: _____
Report By: _____ **Week Ending:** _____

Action Item	Action this week by IHG	Due Date
Regulatory Driver search and review	<i>Describe action in detail done this week on this Action...</i>	<i>Insert Commitment date(s)...</i>
Program Review		
Service Provider Review		
Field- line organization Review		
Annual Program Status Report- Final Report		
Corrective Action Plan- Final		
<i>Insert other Required or Optional Actions...</i>		
<i>Insert other Required or Optional Actions...</i>		
<i>Insert other Required or Optional Actions...</i>		
<i>Insert other Required or Optional Actions...</i>		
<i>Insert other Required or Optional Actions...</i>		
Closure of IHG Assigned Action Items from pervious Corrective Action Plans		

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Attachment 9.2 R2A2 for Program Administrators

Role: Asbestos/Lead/Beryllium Program Administrator

Responsibilities:

- Inspect beryllium use facilities/activities- annual
- Verify Qualification of users
- Review OMC medical approval
- Audit Training classes
- Conduct Annual Self Assessment of BNL Program
- Conduct Annual review of the Subject Area and lead improvement if needed
- Conduct Annual review of line organizations SOPs, ESR, Work permits, etc.
- Conduct qualification of hazard assessors, maintain records
- Maintain Inventory of Storage and Use locations
- Conduct QA on off-site machining service providers
- Critique off-normal occurrences
- Lead Corrective Action on program deficiencies
- Prepare ARAF as needed
- Maintain exposure monitoring record database
- Prepare Quarterly scorecard to system participants
- Prepare Weekly report to IH Group Leader
- Prepare annual Program Status Report or Self-assessment Report
- Inspect high hazard use projects
- Consult on beryllium, lead, asbestos respirator usage

Accountability:

- To Supervisor or any other authorized manager for quality and quantity of work, ideas on improvement opportunities, and for stewardship of assigned resources.
- To fellow staff for effective communication and safe and professional conduct.
- To Laboratory staff for providing expertise and guidance in assigned functional area.
- To DOE for implementation of any contractual requirements in area of expertise.
- To other regulating agencies which may govern aspects of functional area.
- To BNL community for disseminating exposure monitoring and hazard evaluation results.

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- To assigned staff, for resource management and capability development, and for the quality and safety of their work environment.

Authority:

- Exercise professional judgment and decision making in the execution of assignments.
- Make recommendations on Laboratory policies and procedures.
- Provide guidance to Laboratory managers and staff.
- Act, as necessary, to ensure safe and effective operations.
- Seek supervisory feedback on own performance.
- Identify training, information, equipment and facility needs to perform work.
- Cease work activity and/or Issue a Stop Work Order, if an imminent ES&H danger exists.
- Use available Laboratory programs to address concerns and employment issues.
- Improve management system operations.
- Take required action to complete technical assignments.
- Sign off on review of projects and plans.
- Act to ensure safe and effective operations.

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Attachment 9.2 R2A2 for Program Administrators

Role: Biohazard/Etiologic Agent Program Administrator

Responsibilities:

- Inspections etiologic agent use facilities/activities
- Verify Qualification of users
- Review OMC medical approval
- Audit all Training classes
- Conduct Annual Self Assessment of BNL Program
- Conduct Annual review of the Subject Area, lead improvement if needed
- Conduct Annual review of line organizations SOPs, ESR, Work permits, etc.
- Conduct qualification of hazard assessors, maintain records
- Maintain Inventory of Storage and Use locations
- Critique off-normal occurrences
- Lead Corrective Action on program deficiencies
- Prepare Quarterly scorecard to system participants
- Prepare Weekly report to IH Group Leader
- Prepare annual Program Status Report or Self-assessment Report
- Inspect high hazard use projects
- Consult on biohazard respirator usage

Accountability:

- To Supervisor or any other authorized manager for quality and quantity of work, ideas on improvement opportunities, and for stewardship of assigned resources.
- To fellow staff for effective communication and safe and professional conduct.
- To Laboratory staff for providing expertise and guidance in assigned functional area.
- To DOE for implementation of any contractual requirements in area of expertise.
- To other regulating agencies which may govern aspects of functional area.
- To BNL community for disseminating exposure monitoring and hazard evaluation results.
- To assigned staff, for resource management and capability development, and for the quality and safety of their work environment.

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Authority:

- Exercise professional judgment and decision making in the execution of assignments.
- Make recommendations on Laboratory policies and procedures.
- Provide guidance to Laboratory managers and staff.
- Act, as necessary, to ensure safe and effective operations.
- Seek supervisory feedback on own performance.
- Identify training, information, equipment and facility needs to perform work.
- Cease work activity and/or Issue a Stop Work Order, if an imminent ES&H danger exists.
- Use available Laboratory programs to address concerns and employment issues.
- Improve management system operations.
- Take required action to complete technical assignments.
- Sign off on review of projects and plans.
- Act to ensure safe and effective operations.

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Attachment 9.2 R2A2 for Program Administrators

Role: Chemical Hygiene Officer/HazCom Program Administrator

Responsibilities:

- Inspections select carcinogen, reproductive hazards, and high toxic use facilities/activities
- Verify Qualification of carcinogen, reproductive hazards, and high toxic users
- Review OMC medical approval
- Audit Training classes
- Conduct Annual Self Assessment of BNL Program
- Conduct Annual review of the Subject Area, lead improvement if needed
- Conduct Annual review of line organizations SOPs, ESR, Work permits, etc.
- Inspect high hazard chemical use projects
- Conduct qualification of hazard assessors, maintain records
- Critique off-normal occurrences
- Lead hazard assessment and exposure monitoring program
- Lead Corrective Action on program deficiencies
- Lead performance metric preparation and measurement
- Lead special emphasis programs, such as carcinogens, peroxide testing, eye wash testing, storage
- Consult on chemical respirator usage
- Prepare Weekly report to IH Group Leader
- Prepare annual Program Status Report or Self-assessment Report

Accountability:

- To Supervisor or any other authorized manager for quality and quantity of work, ideas on improvement opportunities, and for stewardship of assigned resources.
- To fellow staff for effective communication and safe and professional conduct.
- To Laboratory staff for providing expertise and guidance in assigned functional area.
- To DOE for implementation of any contractual requirements in area of expertise.
- To other regulating agencies which may govern aspects of functional area.
- To BNL community for disseminating exposure monitoring and hazard evaluation results.

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- To assigned staff, for resource management and capability development, and for the quality and safety of their work environment.

Authority:

- Exercise professional judgment and decision making in the execution of assignments.
- Make recommendations on Laboratory policies and procedures.
- Provide guidance to Laboratory managers and staff.
- Act, as necessary, to ensure safe and effective operations.
- Seek supervisory feedback on own performance.
- Identify training, information, equipment and facility needs to perform work.
- Cease work activity and/or Issue a Stop Work Order, if an imminent ES&H danger exists.
- Use available Laboratory programs to address concerns and employment issues.
- Improve management system operations.
- Take required action to complete technical assignments.
- Sign off on review of projects and plans.
- Act to ensure safe and effective operations.

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Attachment 9.2 R2A2 for Program Administrators

Role: Ergonomic Program Administrator

Responsibilities:

- Inspections high hazard ergonomic facilities/activities
- Verify Qualification of worker in high hazard areas
- Review OMC medical approval
- Audit all Training classes
- Conduct Annual Self Assessment of BNL Program
- Conduct Annual review of the Subject Area, lead improvement if needed
- Conduct Annual review of line organizations SOPs, ESR, Work permits, etc.
- Conduct qualification of hazard assessors, maintain records
- Critique off-normal occurrences
- Lead Corrective Action on program deficiencies
- Lead hazard assessment and exposure monitoring program
- Lead special emphasis programs
- Consult on ergonomics
- Prepare Weekly report to IH Group Leader
- Prepare annual Program Status Report or Self-assessment Report

Accountability:

- To Supervisor or any other authorized manager for quality and quantity of work, ideas on improvement opportunities, and for stewardship of assigned resources.
- To fellow staff for effective communication and safe and professional conduct.
- To Laboratory staff for providing expertise and guidance in assigned functional area.
- To DOE for implementation of any contractual requirements in area of expertise.
- To other regulating agencies which may govern aspects of functional area.
- To BNL community for disseminating exposure monitoring and hazard evaluation results.
- To assigned staff, for resource management and capability development, and for the quality and safety of their work environment.
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Authority:

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- Exercise professional judgment and decision making in the execution of assignments.
- Make recommendations on Laboratory policies and procedures.
- Provide guidance to Laboratory managers and staff.
- Act, as necessary, to ensure safe and effective operations.
- Seek supervisory feedback on own performance.
- Identify training, information, equipment and facility needs to perform work.
- Cease work activity and/or Issue a Stop Work Order, if an imminent ES&H danger exists.
- Use available Laboratory programs to address concerns and employment issues.
- Improve management system operations.
- Take required action to complete technical assignments.
- Sign off on review of projects and plans.
- Act to ensure safe and effective operations.

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Attachment 9.2 R2A2 for Program Administrators

Role: Exhaust Ventilation/HEPA Surveillance Program Administrator

Responsibilities:

- Supervise the surveillance testing of HEPA exhaust ventilation systems
- Verify Qualification of SHSD Tester
- Maintain an BNL inventory of HEPA exhausted systgems
- Audit Training classes on exhaust ventilation
- Conduct Annual Self Assessment of BNL Program
- Conduct Annual review of the Subject Area, lead improvement if needed
- Critique off-normal occurrences
- Lead hazard assessment and exposure monitoring program
- Lead Corrective Action on program deficiencies
- Lead special emphasis programs
- Consult on HEPA filtration and surveillance issues
- Prepare Weekly report to IH Group Leader
- Prepare annual Program Status Report or Self-assessment Report

Accountability:

- To Supervisor or any other authorized manager for quality and quantity of work, ideas on improvement opportunities, and for stewardship of assigned resources.
- To fellow staff for effective communication and safe and professional conduct.
- To Laboratory staff for providing expertise and guidance in assigned functional area.
- To DOE for implementation of any contractual requirements in area of expertise.
- To other regulating agencies which may govern aspects of functional area.
- To BNL community for disseminating exposure monitoring and hazard evaluation results.
- To assigned staff, for resource management and capability development, and for the quality and safety of their work environment.

Authority:

- Exercise professional judgment and decision making in the execution of assignments.

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- Make recommendations on Laboratory policies and procedures.
- Provide guidance to Laboratory managers and staff.
- Act, as necessary, to ensure safe and effective operations.
- Seek supervisory feedback on own performance.
- Identify training, information, equipment and facility needs to perform work.
- Cease work activity and/or Issue a Stop Work Order, if an imminent ES&H danger exists.
- Use available Laboratory programs to address concerns and employment issues.
- Improve management system operations.
- Take required action to complete technical assignments.
- Sign off on review of projects and plans.
- Act to ensure safe and effective operations.

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Attachment 9.2 R2A2 for Program Administrators

Role: Laser Safety Officer

Responsibilities:

- Field inspect all Laser locations and operations
- Verify Qualification of users
- Review OMC medical approval of users
- Audit training classes and initiate revision as needed
- Conduct annual Self Assessment of BNL Program
- Conduct annual review of the Subject Area, and lead improvement team as needed
- Conduct annual review of line organization SOPs, ICDs, & Work Planning documentation (ESRs)
- Maintain an Inventory of Lasers (Class 3a or higher)
- Maintain an Inventory of Laser Users (Class 3a or higher)
- Conduct new Level laser equipment authorization to operate at time of startup
- Critique off-normal occurrences
- Lead Corrective Action on program deficiencies
- Provide consultation to users on laser usage
- Prepare Quarterly scorecard to system participants
- Prepare Weekly report to IH Group Leader
- Serve on Laser Safety Committee

Accountability:

- To Supervisor or any other authorized manager for quality and quantity of work, ideas on improvement opportunities, and for stewardship of assigned resources.
- To fellow staff for effective communication and safe and professional conduct.
- To Laboratory staff for providing expertise and guidance in assigned functional area.
- To DOE for implementation of any contractual requirements in area of expertise.
- To other regulating agencies which may govern aspects of functional area.
- To BNL community for disseminating exposure monitoring and hazard evaluation results.
- To assigned staff, for resource management and capability development, and for the quality and safety of their work environment.

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- Exercise professional judgment and decision making in the execution of assignments.
- Make recommendations on Laboratory policies and procedures.
- Provide guidance to Laboratory managers and staff.
- Act, as necessary, to ensure safe and effective operations.
- Seek supervisory feedback on own performance.
- Identify training, information, equipment and facility needs to perform work.
- Cease work activity and/or Issue a Stop Work Order, if an imminent ES&H danger exists.
- Use available Laboratory programs to address concerns and employment issues.
- Improve management system operations.
- Take required action to complete technical assignments.
- Sign off on review of projects and plans.
- Act to ensure safe and effective operations.

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Attachment 9.2 R2A2 for Program Administrators

Role: Noise and Hearing Conservation Administrator

Responsibilities:

- Inspect high hazard facilities/activities
- Inspect Field deployed PPE storage locations
- Lead hazard assessment and exposure monitoring
- Verify Qualification of users
- Conduct qualification of hazard assessors, maintain records
- Review OMC medical approval
- Audit all Training classes
- Conduct Annual Self Assessment of BNL Program
- Conduct Annual review of the Subject Area, lead improvement
- Conduct Annual review of SOPs- equipment cleaning, fitting, issuance, selection, etc.
- Conduct qualification of hazard assessors, maintain records
- Maintain Inventory of high noise locations
- Conduct Incoming QA Level 1 and 2 equipment
- Critique off-normal occurrences
- Lead Corrective Action on program deficiencies
- Prepare monthly scorecard to system participants
- Prepare Monthly report to IH Group Leader

Accountability:

- To Supervisor or any other authorized manager for quality and quantity of work, ideas on improvement opportunities, and for stewardship of assigned resources.
- To fellow staff for effective communication and safe and professional conduct.
- To Laboratory staff for providing expertise and guidance in assigned functional area.
- To DOE for implementation of any contractual requirements in area of expertise.
- To other regulating agencies which may govern aspects of functional area.
- To BNL community for disseminating exposure monitoring and hazard evaluation results.
- To assigned staff, for resource management and capability development, and for the quality

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and safety of their work environment.

Authority:

- Exercise professional judgment and decision making in the execution of assignments.
- Make recommendations on Laboratory policies and procedures.
- Provide guidance to Laboratory managers and staff.
- Act, as necessary, to ensure safe and effective operations.
- Seek supervisory feedback on own performance.
- Identify training, information, equipment and facility needs to perform work.
- Cease work activity and/or Issue a Stop Work Order, if an imminent ES&H danger exists.
- Use available Laboratory programs to address concerns and employment issues.
- Improve management system operations.
- Take required action to complete technical assignments.
- Sign off on review of projects and plans.
- Act to ensure safe and effective operations.

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Attachment 9.2 R2A2 for Program Administrators

Role: Non-Ionizing Radiation Program Administrator

Responsibilities

- Inspect high hazard facilities/activities
- Verify Qualification of users
- Review OMC medical approval
- Audit all Training classes and initiate revisions as needed
- Conduct Annual Self Assessment of BNL Program
- Conduct Annual review of the Subject Area, lead improvement
- Conduct qualification of hazard assessors, maintain records
- Lead hazard assessment and exposure monitoring
- Maintain Inventory of non-ionizing radiation sources & locations
- Conduct qualification of hazard assessors, maintain records
- Conduct Incoming QA Level 1 and 2 equipment
- Critique off-normal occurrences
- Lead Corrective Action on program deficiencies
- Prepare quarterly scorecard to system participants
- Prepare weekly report to IH Group Leader

Accountability:

- To Supervisor or any other authorized manager for quality and quantity of work, ideas on improvement opportunities, and for stewardship of assigned resources.
- To fellow staff for effective communication and safe and professional conduct.
- To Laboratory staff for providing expertise and guidance in assigned functional area.
- To DOE for implementation of any contractual requirements in area of expertise.
- To other regulating agencies which may govern aspects of functional area.
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- To assigned staff, for resource management and capability development, and for the quality and safety of their work environment.

Authority:

- Exercise professional judgment and decision making in the execution of assignments.

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- Make recommendations on Laboratory policies and procedures.
- Provide guidance to Laboratory managers and staff.
- Act, as necessary, to ensure safe and effective operations.
- Seek supervisory feedback on own performance.
- Identify training, information, equipment and facility needs to perform work.
- Cease work activity and/or Issue a Stop Work Order, if an imminent ES&H danger exists.
- Use available Laboratory programs to address concerns and employment issues.
- Improve management system operations.
- Take required action to complete technical assignments.
- Sign off on review of projects and plans.
- Act to ensure safe and effective operations.

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Attachment 9.2 R2A2 for Program Administrators

Role: Respiratory Protection Program Administrator

Responsibilities:

- Inspect FS Issuer locations each quarter
- Inspect Field deployed storage locations each quarter
- Inspect WMD Cleaning operation each quarter
- Inspect Fit Testing operations each quarter
- Inspect PPM stock room inspection of parts each quarter
- Inspect PPM grade D breathing air bottle test monthly
- Inspect Airline systems & Fixed breathing air systems, fittings, etc each quarter
- Verify owner Inspections of Emergency APR Masks and SCBA units each quarter
- Verify Qualification of selectors, issuers, users
- Review OMC medical approval
- Audit all Training classes
- Conduct Annual Self Assessment of BNL Program
- Conduct Annual review of the Subject Area, lead improvement
- Conduct Annual review of SOPs- cleaning, Fit testing, issuance, selection, etc.
- Conduct qualification of hazard assessors, issuers, subscription
- Maintain Inventory of SCBA units
- Maintain Inventory of Supplied air systems
- Incoming QA Level 1 and 2 equipment
- Critique off-normal occurrences
- Lead Corrective Action on program deficiencies
- Prepare Quarterly scorecard to system participants
- Prepare Weekly report to IH Group Leader
- Inspect high hazard respirator use projects
- Consult on respirator usage

Accountability:

- To Supervisor or any other authorized manager for quality and quantity of work, ideas on improvement opportunities, and for stewardship of assigned resources.

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- To BNL community for disseminating exposure monitoring and hazard evaluation results.
- To assigned staff, for resource management and capability development, and for the quality and safety of their work environment.

Authority:

- Exercise professional judgment and decision making in the execution of assignments.
- Make recommendations on Laboratory policies and procedures.
- Provide guidance to Laboratory managers and staff.
- Act, as necessary, to ensure safe and effective operations.
- Seek supervisory feedback on own performance.
- Identify training, information, equipment and facility needs to perform work.
- Cease work activity and/or Issue a Stop Work Order, if an imminent ES&H danger exists.
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- Take required action to complete technical assignments.
- Sign off on review of projects and plans.
- Act to ensure safe and effective operations.

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Attachment 9.2 R2A2 for Program Administrators

Role: *OMC Case Liaison*

Responsibilities:

- Walk-through and be familiar with the workplace and duties of workers out from work due to occupational injury or illness.
- Instruct the *IH Representative* and/or SEG professional of the need to conduct hazard assessment and exposure monitoring for the investigation of the workplace.
- Lead the supervisor in the developing a description of the worker's essential and optional physical assignments and their frequency of occurrence.
- Lead the supervisor in the description of potential restricted or new duties the worker could perform with partial physical limitations.
- Assist the OMC by providing requested information so that they can determine the appropriate time for return to work.
- Prepare a written *SHSD Return To Work Record* for each assigned OI worker that tracks the SHSD role in interfacing with the supervisor and OMC case management.
- Maintain and document contact with the supervisor and OMC on the status the workers ability to return to work.
- Attend weekly Workers Compensation Case Management meeting.
- Perform an annual review of the BNL RTW policy
- Prepare an annual Program Status Report.
- Prepare Weekly report to IH Group Leader (w/ cc to SEG, OMC, and HR)

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Accountability:

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- To BNL community for disseminating exposure monitoring and hazard evaluation results.
- To assigned staff, for resource management and capability development, and for the quality and safety of their work environment.

Authority:

- Deliver to the OMC professional based guidance on the injured worker's workplace work demands parameters so that appropriate return to work decisions are made.
- Exercise professional judgment and decision making in the execution of assignments.
- Provide guidance to Laboratory managers and staff.
- Act, as necessary, to ensure safe and effective operations.
- Seek supervisory feedback on own performance.
- Identify training, information, equipment and facility needs to perform work.
- Cease work activity and/or Issue a Stop Work Order, if an imminent ES&H danger exists.
- Use available Laboratory programs to address concerns and employment issues.
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